

DUTY STATEMENT

Classification: Energy Commission Specialist II (EFF)	Position No. 420-4936-
CBID: R10	Office: Buildings and Appliances
Date Prepared: August 28, 2008	Division: Efficiency and Renewable Energy Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Commission Specialist II (EFF) is under the supervision of the Energy Commission Supervisor II (EFF) in the Buildings and Appliances Office of the Efficiency and Renewable Energy Division. The incumbent will serve as the primary resource and innovator in energy-related subjects which are the most sensitive and complex due to the rapid development of new technologies, designs, and constructions practices that result in reduced energy use. The Energy Commission Specialist II (EFF) will be the technical expert responsible for the management of the Energy Efficiency Building Standards “going beyond/reach” project which includes coordination of the technical topic areas to be analyzed for cost-effectiveness, management of the rulemaking proceeding and completion of the filing documents with the Office of Administrative Law and the Secretary of State’s Office and prepare, distribute and post workshop and hearing notices and agendas for the proceeding.

The Office is responsible for the development, adoption, update and implementation of 1) the Energy Efficiency Standards for appliances and equipment sold or offered-for-sale in California; and 2) the Energy Efficiency Standards for newly constructed buildings, and additions and alterations to existing buildings.

WORKING CONDITIONS: Work is performed indoors in an office setting.

DUTIES AND RESPONSIBILITIES:

30% Manage Building Energy Efficiency Standards “going beyond/reach” development project. As prime resource subject matter expert and project manager, responsibilities include leading the identification and coordination of the technical topic areas identified for analysis of cost-effectiveness and appropriateness to be included in the Building Standards which address the Governor’s directive to achieve zero net energy in residential buildings by 2020 and nonresidential by 2030, and directing the setting of the agenda for the workshops and hearings, posting notice information on the Energy Commission’s website and timely distribution of notices to the public. The incumbent will be responsible

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for identifying and presenting policy implications to the Efficiency Policy Committee for direction and incorporating comments or revising the schedule as appropriate. (E)

- 25% As prime resource subject matter expert, provide technical leadership, analysis, direction and management of the rulemaking proceeding, analyze information presented at workshops and hearings, build consensus with stakeholders and develop 45- and 15- day Standards language to receive final adoption approval for the “going beyond/reach” Building Standards.(E)
- 20% Manage contracts. As contract manager, responsibilities will include preparation of solicitation documents, conducting bidders' conferences, proposal evaluation and selection, negotiation of work statements, deliverables and financial charges, preparation of contracts and request memos, assigning work, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork. (E)
- 10% Respond to requests for assistance and information from project proponents and others interested in energy policy, programs and technologies. Respond to legislative and media requests on the project. (E)
- 10% Prepare reports on project, program and technology issues and achievements. (E)
- 5% Perform other related duties as required consistent with the specification of this classification. (M)

SIGNATURES	
I CERTIFY THAT I AM TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION	
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Date	EC Supervisor II (EFF) Date